

**\*OGC Has Reviewed\***

2. Attention is directed to the fact that Section 401, quoted above, must be considered in conjunction with the pertinent provisions of Section 203 of the "Annual and Sick Leave Act of 1951." This results in the following:

- a. Employees who had the maximum accumulation of 60 days or more accumulated annual leave at the close of business 31 December 1951 must take all leave earned in the calendar year 1952 before 21 December 1952 or lose the leave earned in 1952.
- b. Employees who had less than 60 days accumulated at the close of business 31 December 1951 and who will not have 60 days accumulated at the close of business 20 December 1952, must use all leave earned in 1952, and not used, prior to 1 July 1953.
- c. Employees who had less than 60 days accumulated at the close of business 31 December 1951 and who will have more than 60 days accumulated at the close of business 20 December 1952, must use the excess over 60 days prior to 21 December 1952 or lose such excess, and in addition, must use the remainder accumulated during 1952 prior to 1 July 1953.

3. Administrative and supervisory officials of the Agency shall afford employees every possible opportunity to use their accumulated annual leave to prevent loss thereof under the above quoted statute.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted]  
Deputy Director  
(Administration)

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2. Attention is directed to the fact that Section 401 *of Public Law 455* must be considered in conjunction with the pertinent provisions of Section 203 of the "Annual and Sick Leave Act of 1951." This results in the following:

a. Employees who had the maximum accumulation of 60 days or more *unused* annual leave at the close of business 31 December 1951 must take all leave earned in the calendar year 1952 before 21 December 1952 or lose *the leave earned in 1952*.

b. Employees who had less than 60 days accumulated at the close of business 31 December 1951 and who will not have 60 days accumulated at the close of business 20 December 1952, must use all leave earned in 1952, and not used, prior to 1 July 1953.

c. Employees who had less than 60 days accumulated at the close of business 31 December 1951 and who will have more than 60 days accumulated at the close of business ~~21~~ December 1952, must use the excess over 60 days prior to <sup>21</sup> ~~22~~ December 1952 or lose it, and in addition, must use the remainder accumulated during 1952 prior to 1 July 1953.

*jl*

*o.k*